

# Memo

**To:** Chevy Chase Village Board of Managers  
**From:** Melissa Wiak, Community Liaison/Administrative Assistant  
**CC:** Shana R. Davis-Cook, Village Manager  
**Date:** December 4, 2014  
**Re:** Village Hall Use for November 2014

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Below is a chart that reflects the type and frequency of events held in the Village Hall for the month of November 2014.

Type of Event	Number of Uses	Total Net Revenue
Rentals (Private Events) —Child's Birthday Party; Toddler's Birthday Party; Adult Birthday Party; Business Meeting	4	\$1, 375
Community Use — Board of Managers Monthly Meeting; General Election Polling Facility; Chevy Chase Recreational Association's Annual Meeting	3	\$0.00
Fee Waiver Use/Public Use — Chevy Chase @ Home's Meet and Mingle Event; Section 5 Monthly Council Meeting; Chevy Chase Garden Club; Public Safety Committee Meeting;	4	\$0.00